9/5/89

Privileged and Confidential -
Attorney-Client Communication

Philip Morris Records Management Program
(Agenda for September 6 Task Force Meeting)

9:00 a.m.

I. Review of history of records management at Philip Morris (5 minutes)

II. Schedule (5 minutes)

III. Review highlights of Implementation Plan (10 minutes)

IV. Review highlights of Records Management Manual (5 minutes)

V. Philip Morris Records Management Training Guide (1 hour)

10:25 a.m.

(Break)

10:45 a.m.

VI. Action Items for Task Force (15 minutes)

11:00 a.m.

VII. Discussion, Questions, etc.

12:00 p.m.

(Break for lunch)

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